Career and Technical Education Unit
Update: Connecticut Perkins V Comprehensive Local Needs Assessment (CLNA) Timeline and Completion Steps
Due no later than May 2, 2022

The CLNA Update Template must be submitted within the 2021–22 Perkins Budget Modification window and no later than May 2, 2022.

1. Watch CLNA Update Process Webinar found on the dedicated Perkins V: Today's Skills, Tomorrow's Careers Webpage.

2. Follow the four steps as detailed in the CLNA Update Process Webinar and summarized below:
   - Step One CLNA Update: Organize Stakeholders
     o Who have we included previously in our CLNA consultation process?
     o Which stakeholders should we include now and/or add as we conduct this update?
     o How many meetings and what type (e.g., virtual, in-person)?
   - Step Two CLNA Update: Analyze Student Data
     o Which performance accountability indicator targets are being met?
     o Which student groups are struggling the most in our programs? Which programs or program elements are the least accessible to particular student groups?
     o What have been and are currently the potential root causes of inequities in our CTE system? Which of these root causes were addressed immediately? Which ones needed a more comprehensive long-term plan? Does this plan need to be revised?
     o How are our learners from each special population performing in comparison to students without identified needs at the career cluster and program levels, particularly in programs leading to high-skill, high-wage, or in-demand industry sectors or occupations
   - Step Three CLNA Update: Analyze Market Data
     o What state and local Labor Market sources did we utilize previously? Will we utilize these data during this updated CLNA process (e.g., CT-DOL statistics, O*NET, etc.)?
     o How is our CTE program aligned to state and local labor market needs? Are changes necessary based on the new data? Which programs/courses should be developed, supported, or phased-out
   - Step Four CLNA Update: Evaluate Current Programs
     o How will we continue and/or expand postsecondary dual or concurrent programs?
     o How will we continue and/or expand opportunities to earn an industry-recognized credential?
     o How will we continue and/or expand work-based learning experiences?
     o How will we continue and/or expand involvement of secondary partners, postsecondary partners, and employer/industry partners in the development, implementation, and phasing out/closure of CTE programs?
     o How will we continue and/or expand supports for learners who represent special populations?

3. Complete and submit template attached and found on the Perkins V: Today's Skills, Tomorrow's Careers Webpage.
   - The CLNA Update Template must be submitted within the 2021-22 Perkins Budget Modification window and no later than May 2, 2022.
   - CLNA Update documents must be posted in eGMS to the "Related Documents" section using the following steps:
     o Login to the 2022 Perkins Grant Application on eGMS.
     o Change application status to "Application Revision Started."
     o Upload the completed CLNA Update Template into the Related Documents Section even if the recipient is not seeking to complete a Budget Modification.
     o Change status of grant to "Application Revision Completed."
     o After receiving notification that application revisions have been completed, CSDE program manager will review and approve or return requesting further clarification.

December 17, 2021

Connecticut Perkins V Comprehensive Local Needs Assessment (CLNA) Update

Name of Local Eligible Recipient:_____
Individual Completing Form: _____
Email: _____
Date(s) of CLNA Update mandatory meeting(s):_____
Expanded group of mandatory stakeholders included: _____ yes _____ no

Instructions: Using bulleted formatting, please complete the following sections:

I. Alignment to local labor market needs (analyze local labor market data, cite sources)

II. Size, scope and quality of programs offered (goals, strategies, and actionable activities)

III. Progress toward implementing programs of study (goals, strategies, and actionable activities)

IV. Progress on federal accountability indicators (goals, strategies, and actionable activities)

V. Progress on improving access and equity (goals, strategies, and actionable activities)

VI. Progress on Recruitment, Retention, and Training of Faculty and Staff (goals, strategies, and actionable activities)